
Chapter 24: Politico Military Affairs Records

Assistant Secretary, Deputy Assistant Secretaries**A240101 Chronological Files - Arranged chronologically**

Description: Documents signed by the Assistant Secretary for Politico-Military Affairs. Includes memorandums, correspondence, telegrams, reports, and other documentation on substantive policy and program issues maintained by the staff assistants and separate file maintained by the secretary containing official and personal correspondence. Also includes some incoming material.

Disposition: Permanent. Cut off at the end of the calendar year. Retire to the Records Service Center when 2 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

DispAuthNo: N1-59-92-40, item 1

A240102a Electronic Tracking System - Electronic database on all outgoing correspondence signed by the Assistant Secretary, identifying type of correspondence, date received, drafting office, drafter, action, location of action, and SS number

Description: a. Paper.

Disposition: Print out annually and retire with related chronological files.

DispAuthNo: N1-59-92-40, item 2a

A240102b Electronic Tracking System - Electronic database on all outgoing correspondence signed by the Assistant Secretary, identifying type of correspondence, date received, drafting office, drafter, action, location of action, and SS number

Description: b. Electronic.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-92-40, item 2b

A240103 Schedules of Daily Activities

Description: Calendars documenting meetings, appointments, telephone calls, trips, visits and other activities for the Assistant Secretary for Politico-Military Affairs.

Disposition: Destroy upon departure of the Assistant Secretary.

DispAuthNo: N1-59-92-40, item 3

Chapter 24: Politico Military Affairs Records

A240104 In-House Memorandums

Description: Internal memorandums from the subordinate offices to the Assistant Secretary conveying substantive issues, positions or information.

Disposition: Permanent. Cut off at the end of the year. Retire the block of records when 1 year old to the Records Service Center. Transfer to the National Archives when 30 years old in 5 year blocks.

DispAuthNo: N1-59-96-8, item 1

A240105 Daily Activity Reports

Description: Submissions by the offices summarizing their daily activities.

Disposition: Permanent. Cut off at the end of the year. Retire the block of records when one year old to the Records Service Center for transfer to WNRC. Transfer to the National Archives when 30 years old in 5 year blocks.

DispAuthNo: N1-59-92-40, item 5

A240106 Congressional Questions and Answers

Description: Copies of all incoming and outgoing correspondence for Congressional questions and answers.

Disposition: Destroy when 2 months old.

DispAuthNo: N1-59-92-40, item 6

A240107 Congressional Inquiries

Description: Copies of incoming congressionals and the action office response.

Disposition: Destroy 2 months after response.

DispAuthNo: N1-59-92-40, item 7

A240108a Tasker File - Requests by S/S and S/S-S for responses or information on political/military issues. Contains original correspondence, cover sheets, and final response by the action office

Description: a. Paper Copies.

Disposition: Destroy when 3 months old.

DispAuthNo: N1-59-92-40, item 8a

Chapter 24: Politico Military Affairs Records

A240108b Tasker File - Requests by S/S and S/S-S for responses or information on political/military issues. Contains original correspondence, cover sheets, and final response by the action office

Description: b. Electronic Tracking System.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-92-40, item 8b

A240109a NODIS Files

Description: a. Copies of all incoming and outgoing cables, memorandums or other documentation with NODIS restriction.

Disposition: Destroy when 2 months old.

DispAuthNo: N1-59-92-40, item 9a

A240109b NODIS Files

Description: b. Log books containing the cable or SS number and subject.

Disposition: Block on an annual basis. Destroy when 3 years old.

DispAuthNo: N1-59-92-40, item 9b

A240110a EXDIS Files

Description: a. Copies of all EXDIS cables, memorandums and other documents.

Disposition: Destroy when 2 months old.

DispAuthNo: N1-59-92-40, item 10a

A240110b EXDIS Files

Description: b. Log Books.

Disposition: Block annually. Destroy when 2 year old.

DispAuthNo: N1-59-92-40, item 10b

A240111 Roger Channel Messages

Description: Copies of all Roger Channel documents with limited distribution.

Disposition: Destroy when 1 month old.

DispAuthNo: N1-59-92-40, item 11

Chapter 24: Politico Military Affairs Records

A240112 National Security Directives (NSD)

Description: Copies of the NSD used as reference.

Disposition: Destroy when 10 years old.

DispAuthNo: N1-59-92-40, item 12

A240113 Chronological Files - Executive Assistant, Special Assistant, Principal Deputy Assistant Secretary, Deputy Assistant Secretaries, and other Principals for the Bureau of Politico-Military Affairs

Description: Outgoing correspondence signed or approved by the Principals - arranged in chronological order.

Disposition: Permanent. Block annually. Retire when 3 years old to the Records Service Center. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-92-40, item 13

A240114 Program Files - Executive Assistant, Special Assistant, Principal Deputy Assistant Secretary, Deputy Assistant Secretaries, and other Principals for the Bureau of Politico-Military Affairs

Description: Background and supporting documentation on issues under the responsibility of the Deputy Assistant Secretaries.

Disposition: Permanent. Block annually. Retire when 3 years old to the Records Service Center. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-92-40, item 14

A240115 Deputy Assistant Secretary for Nuclear Energy Affairs Files - Arranged by subject, country, and chronologically

Description: Correspondence, telegrams, airgrams, memoranda, intelligence reports, position papers and other documentation, received or sent by the Deputy Assistant Secretary, pertaining to the formulation and development of policy positions relating to U.S. interests in nuclear energy and energy technology affairs. These records are handled directly by the Deputy Assistant Secretary without being sent to an action office.

Disposition: Permanent. Retire to the RSC at the end of incumbents tenure. Transfer to the WNRC when 5 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-31, item 1

Chapter 24: Politico Military Affairs Records

A240116 Daily Activity Records - Arranged chronologically - Deputy Assistant Secretary for Nuclear Energy Affairs

Description: Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of an official capacity created and maintained in hard copy or electronic form, excluding material determined to be personal.

Disposition: Permanent. Retire to RSC at the end of incumbents tenure. Transfer to the WNRC when 5 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

DispAuthNo: N1-59-93-31, item 2

A240117 Subject and Country Files - Deputy Assistant Secretary for Nuclear Energy Affairs

Description: Correspondence, telegrams, airgrams, speeches, press releases, background papers, Congressionals, and other documentation, received or sent by the Deputy Assistant Secretary reflecting policy formulation on nuclear non-proliferation, application of international safeguards, nuclear export control policies, nuclear cooperative agreements, and international initiatives in energy technology matters.

Disposition: Permanent. Cut off when 1 year old. Retire to the RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

DispAuthNo: N1-59-93-31, item 3

A240118 Organization and Conference Files - Arranged by organization, thereunder by conference date - Deputy Assistant Secretary for Nuclear Energy Affairs

Description: Arranged by organization, thereunder by conference date. Telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, resolutions, intelligence reports, and reference material documenting U.S. participation in national and international organizations which address nuclear energy and energy technology concerns.

Disposition: Permanent. Cut off when 1 year old. Retire to the RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

DispAuthNo: N1-59-93-31, item 4

Chapter 24: Politico Military Affairs Records

A240119 Chronological Files - Deputy Assistant Secretary for Nuclear Energy Affairs

Description: Duplicate copies of each outgoing and incoming communication, such as telegrams, airgrams, letters and reports, maintained in chronological order by month, and used for reference purposes only.

Disposition: Permanent. Retire to the RSC at the end of incumbents tenure. Transfer to the WNRC when 5 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

DispAuthNo: N1-59-93-31, item 5

A240120 Conference Administrative Files - Deputy Assistant Secretary for Nuclear Energy Affairs

Description: Arranged by organization, thereunder by conference date. Correspondence, telegrams, airgrams, worksheets, standard forms, and other documents pertaining to the administrative aspects of national and international conferences. Arrangements for acquisition of conference supplies and equipment, delegation security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by the U.S. for each conference.

Disposition: Destroy 3 years after end of conference.

DispAuthNo: N1-59-93-31, item 6

Chapter 24: Politico Military Affairs Records

Office of Defense Trade Control**A240201a Arms Export Case Files - Arranged by case number, company and country**

Description: a. Electronic copy residing on the optical disk system. Includes Application Form, Certificate of Compliance Letter, in-house and other agencies clearances, and technical reference material describing the export product. Contains the following forms:

-DSP-5, Application/License for Permanent Export of Unclassified Defense Articles and Related Unclassified Technical Data (March 1990 - Present)

-DSP-53, International Import Certificate (1982-Present)

-DSP-61, Application/License for Temporary Import of Unclassified Defense Articles and Related Unclassified Technical Data (January 1990-Present)

-DSP-73, Application/License for Temporary Export of Unclassified Defense Articles and Related Unclassified Technical Data (February 1990-Present)

-DSP-85, Application/License for Permanent/Temporary Export or Temporary Import of Classified Defense Articles and Related Classified Technical Data. (January 1990-Present)

Disposition: Delete when no longer needed.

DispAuthNo: N1-59-92-32, item 1a

Chapter 24: Politico Military Affairs Records

A240201b Arms Export Case Files - Arranged by case number, company and country

Description: b. Paper Case Files. Includes Application Form, Certificate of Compliance Letter, in-house and other agencies clearances, and technical reference material describing the export product. Contains the following forms:

-DSP-5, Application/License for Permanent Export of Unclassified Defense Articles and Related Unclassified Technical Data (March 1990 - Present)

-DSP-53, International Import Certificate (1982-Present)

-DSP-61, Application/License for Temporary Import of Unclassified Defense Articles and Related Unclassified Technical Data (January 1990-Present)

-DSP-73, Application/License for Temporary Export of Unclassified Defense Articles and Related Unclassified Technical Data (February 1990-Present)

-DSP-85, Application/License for Permanent/Temporary Export or Temporary Import of Classified Defense Articles and Related Classified Technical Data. (January 1990-Present)

Disposition: Block annually. Retire to RSC at the end of the year of issuance of license. Transfer to WNRC when 5 years old. Destroy when 20 years old.

DispAuthNo: N1-59-92-32, item 1b

A240202a Statistical Reports on Exports

Description: Periodic and other required or requested reports relating to arms and munitions exports; including reports required by law to be submitted to Congress or other Government agencies, reports requested by various elements of the Department of State, and reports requested under the Freedom of Information Act.

a. Record Copy - either electronic or paper.

Disposition: Permanent. Block annually. Retire to RSC when 5 years old for transfer to WNRC. Transfer to National Archives when 30 years old.

DispAuthNo: N1-59-92-32, item 3a

Chapter 24: Politico Military Affairs Records

A240202b Statistical Reports on Exports

Description: Periodic and other required or requested reports relating to arms and munitions exports; including reports required by law to be submitted to Congress or other Government agencies, reports requested by various elements of the Department of State, and reports requested under the Freedom of Information Act.

b. Other Copies.

Disposition: Destroy when 10 years old.

DispAuthNo: N1-59-92-32, item 3b

A240203 Registration Files - Arranged by case number, company and country

Description: Form DSP-9, Application for Registration, receipts for registration fees and related correspondence.

Disposition: Destroy 5 years after expiration.

DispAuthNo: N1-59-92-32, item 4

A240204 International Traffic in Arms Regulations Files (ITAR) - Arranged by year

Description: Amendments developed by the Department of State pertaining to international traffic in arms, Presidential Directives, and related background and working papers.

Disposition: Permanent. Block Annually. Retire to RSC when 10 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-92-32, item 5

A240205 Subject and Policy Files - Arranged by subject

Description: Correspondence, telegrams, airmgrams, and other documentation pertaining to international export and import of armaments and reflecting the decisions taken by PM/DTC on international arms traffic matters.

Disposition: Permanent. Block Annually. Retire to the RSC when 10 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-92-32, item 6

A240206 Investigation Files - Arranged by company or person

Description: Investigation of companies or individuals suspected of or actual violations of licenses issued for export of armaments. Requests are submitted by Congress, other Government agencies and various elements of the Department of State.

Disposition: Destroy when 20 years old.

DispAuthNo: N1-59-92-32, item 7

Chapter 24: Politico Military Affairs Records

A240207a **Commodity Jurisdiction Case Files (CJ) - Arranged by case number - Correspondence between companies and Department of State on whether an article is on the U.S. Munitions List**

Description: a. Paper Records.

Disposition: Retire to RSC upon conversion of case file to optical disk. Destroy when 20 years old.

DispAuthNo: N1-59-92-32, item 8a

A240207b **Commodity Jurisdiction Case Files (CJ) - Arranged by case number - Correspondence between companies and Department of State on whether an article is on the U.S. Munitions List**

Description: b. Electronic copy residing in optical disk system.

Disposition: Delete when no longer needed.

DispAuthNo: N1-59-92-32, item 8b

A240208a **General Correspondence Case Files (GC) - Arranged by case number**

Description: Includes advisory opinions on export policies; nth country transfer requests; designation of U.S. Government Approved Projects; inertial navigation systems (INS) maintenance agreements; and other general subjects. (March 1989-Present)

 a. Paper Records.

Disposition: Retire upon conversion of case file to optical disk. Destroy when 20 years old.

DispAuthNo: N1-59-92-32, item 9a

A240208b **General Correspondence Case Files (GC) - Arranged by case number**

Description: Includes advisory opinions on export policies; nth country transfer requests; designation of U.S. Government Approved Projects; inertial navigation systems (INS) maintenance agreements; and other general subjects. (March 1989-Present)

 b. Electronic copy residing in optical disk system.

Disposition: Delete when no longer needed.

DispAuthNo: N1-59-92-32, item 9b

Chapter 24: Politico Military Affairs Records

A240209a Manufacturing License and Technical Assistance Agreements - Arranged by company name or by case number

Description: Approved and disapproved agreements and amendments between U.S. and foreign country or company for the manufacture abroad, or the furnishing abroad of technical assistance relating to U.S. Munitions List articles.

a. Agreements arranged by company name, 1955-1982.

Disposition: Permanent. Block annually. Retire to the RSC after expiration of agreement. Transfer to WNRC 5 years after expiration of agreement. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-92-32, item 10

A240209b Manufacturing License and Technical Assistance Agreements - Arranged by company name or by case number

Description: Approved and disapproved agreements and amendments between U.S. and foreign country or company for the manufacture abroad, or the furnishing abroad of technical assistance relating to U.S. Munitions List articles.

b. Agreements arranged by case number, 1983-Present.

Disposition: Permanent. Block annually. Retire to the RSC after expiration of agreement. Transfer to WNRC 5 years after expiration of agreement. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-92-32, item 10

A240210 Log Books

Description: This system has been replaced with machines identifying the license numbers.

Disposition: Destroy 15 years after date of last entry.

DispAuthNo: N1-59-92-32, item 11

Chapter 24: Politico Military Affairs Records

A240211a Munitions Control Optical Disk System

Description: a. Munitions Control System Database. Database containing a listing of munitions-related items being sent to foreign countries. Data assists in controlling munitions sales licenses; maintaining technical data on arms, ammunition, and implements of war, and related materials; and generating reports to Congress on values of munitions control list items licensed or shipped. This database is a replacement for a system appraised as permanent. It also serves as an index to the scanned images of paper documents. Included are fields for participants in the transaction, foreign end users, and intermediate companies.

Disposition: Permanent. Transfer a copy of database to the National Archives immediately. Thereafter, transfer an annual snapshot of the database.

DispAuthNo: N1-59-92-32, item 12a

A240211b Munitions Control Optical Disk System

Description: b. Munitions Control System Database Related Documentation. Layouts, codebooks, and other related documentation necessary to understand and use the database. This documentation may be either electronic or paper in form.

Disposition: Permanent. Transfer to the National Archives at the same time as the related data in item 11(a).

DispAuthNo: N1-59-92-32, item 12b

A240211c Munitions Control Optical Disk System

Description: c. Scanned Images of Paper Documents. Scanned images of Arms Export Case Files, Commodity Jurisdiction Case Files (CJ), General Correspondence Case Files (GC), and other paper files maintained by PM/DTC and appraised as disposable.

Disposition: Destroy when no longer needed for reference.

DispAuthNo: N1-59-92-32, item 12c

A240212 Miscellaneous Correspondence - Arranged by name of company

Description: Routine and general inquiry correspondence not related to a specific arms export case, registration, commodity jurisdiction case, or general correspondence case.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-92-32, item 13

Chapter 24: Politico Military Affairs Records

A240213 Chronological Files

Description: Extra copies of documents generated by PM/DTC and maintained for convenience of reference.

Disposition: Destroy when one year old.

DispAuthNo: N1-59-92-32, item 14

A240214 Compliance Tracking

Description: Electronic tracking of all action items assigned to the Compliance Division, i.e. FOIA, Customs, end check, etc.

Disposition: Delete 2 years after completion of action.

DispAuthNo: N1-59-94-2

A240215 Compliance Country Files - Arranged by country

Description: Telegrams, memorandums, reports, and other documentation relating to general policy and specific issues relating to the suspension of licenses to countries for exporting military supplies in violation of arms agreements. May also include files relating to exchanges and visits relating to arms export controls.

Disposition: Permanent. Retire when 10 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-92-32, item 16

A240216 Enforcement Files - Arranged by name of company, by name of person, or by subject

Description: Memorandums, reports, correspondence, court documents, clippings, telegrams, licenses or copies of licenses, technical data, and other documentation relating to alleged or actual violations of U.S. arms export control laws and regulations. May include files on general topics such as Iran-Contra and Iraq.

Disposition: Permanent. Cut off when activity ceases or sooner if needed and retire to RSC. Transfer to WNRC 5 years after cut off. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-92-32, item 17

Chapter 24: Politico Military Affairs Records

A240217 Defense Trade News Publication

Description: Quarterly bulletin containing articles on issues of interest to the defense community. Articles are submitted by the Bureau of Politico-Military Affairs, other Department of State bureaus and federal agencies involved in the defense industry.

Disposition: Permanent. Retire Master Set when 5 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-92-32, item 18

A240218 Miscellaneous Publications

Description: Brochures, pamphlets, manuals, and articles generated by PM/DTC for release to the defense community on issues, policies or procedures of the Center for Defense Trade.

Disposition: Permanent. Retire Master Set when 5 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-92-32, item 19

A240219 Electronic Addressees Database

Description: Databases containing addressees for the Defense Trade News by (1) companies who are currently registered with PM/DTC, (2) Other agencies, all U.S. and foreign embassies, Congress, and State and trade associations, and (3) inactive database of those who have been removed from the two previous databases.

Disposition: Destroy when no longer needed.

DispAuthNo: GRS 13, item 4

Chapter 24: Politico Military Affairs Records

Office of Arms Transfer and Export Control Policy**A240301 Program Files - Arranged by country, subject or program**

Description: Contains information on defense relations and security assistance programs under the Arms Export Control Act and other legislation relating to bilateral defense, foreign military sales, legislation, budget support, base negotiations, and treaties. Files contain cables, general correspondence, congressionals, memorandums, etc.

Disposition: Permanent. Retire when 3 years old to the Records Service Center. Transfer to the National Archives when 30 years old in 5 year blocks.

DispAuthNo: N1-59-92-31, item 1

A240302 Third Party Transfer Files

Description: Case files on the purchase of military equipment by a foreign government to retransfer, lease, or sale to another government or private entity. Files are arranged by country and consists of general correspondence, Congressionals, cables, memorandums and final approval.

Disposition: Permanent. Retire when 20 years old to the Records Service Center. Transfer to the National Archives when 30 years old in 5 year blocks.

DispAuthNo: N1-59-92-31, item 2

A240303 36B Transfer Files

Description: Case files on PM's clearances for requests of arms sales of \$14 million or higher to foreign countries. Arranged by case number (assigned by DOD) and contains incoming and outgoing correspondence on the request.

Disposition: Destroy when 20 years old.

DispAuthNo: N1-59-92-31, item 3

A240304 36B Case Log

Description: Log on all incoming requests for arms sales. Contains incoming case number, country, value description, approving officer, date received, date of OMB/NSC clearance and another case number assigned by PM/ATEC.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-92-31, item 4

Chapter 24: Politico Military Affairs Records

A240305 Offshore Procurement Case Files

Description: Requests by foreign governments for U.S. military funds to procure U.S. military equipment or supplies. Contains incoming requests and PM/ATEC's response.

Disposition: Destroy when 20 years old.

DispAuthNo: N1-59-92-31, item 5

A240306 Clearance for Bureau of Alcohol, Tobacco, and Firearms

Description: Requests by countries on the prescribed list for permits to import U.S. arms into their country.

Disposition: Destroy when 20 years old.

DispAuthNo: N1-59-92-31, item 6

A240307 Munitions Control Cases

Description: Requests for PM/ATEC's approval for commercial export of military supplies and equipment. Request is submitted by PM/DTC and is filed by case number.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-92-31, item 7

A240308 Foreign Military Sales (FMS) List

Description: Lists received daily from DOD requiring PM/ATEC approval of arms sales, services or training.

Disposition: Retire when 2 years old to the Records Service Center. Destroy when 20 years old.

DispAuthNo: N1-59-92-31, item 8

A240309 International Military Education and Training (IMET) Files

Description: U.S. grant program which brings foreign students to the U.S. for training in the military schools. Consists of cables, memorandums, position papers, questions & answers, etc. arranged by country.

Disposition: Retire when 5 years old. Destroy when 10 years old.

DispAuthNo: N1-59-92-31, item 9

A240310 IMET Budget Submissions

Description: Semi-annual budget submissions for the IMET program.

Disposition: Retire when 3 years old to the Records Service Center. Destroy when 5 years old.

DispAuthNo: N1-59-92-31, item 10

Chapter 24: Politico Military Affairs Records

A240311 Military Excess Defense Articles

Description: Interagency committee responsible for offering excess military equipment to other countries. Information is arranged by sections of the Security Assistance Program.

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-92-31, item 11

A240312 Security Assistance Officer Nomination

Description: Nominations for military attache positions located in the U.S. embassies. Consists of cables, memorandums and correspondence.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-92-31, item 12

A240313 Annual Integrated Assessment for Security Assistance

Description: Annual reports submitted by U.S. embassies supporting the security assistance program within the foreign country, specifically on IMET and Foreign Military Sales.

Disposition: Retire to the Records Service Center when 3 years old. Destroy when 10 years old.

DispAuthNo: N1-59-92-31, item 13

A240314 Daily Activity Reports

Description: Summary of daily activities submitted to the Front Office.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-92-31, item 14

A240315 Policy Files

Description: Files documenting the policies pertaining to defense trade relations, defense trade promotion, export controls, Wassenaar Arrangements, defense controls, space, technology transfers and other issues monitored by PM/ATEC. Files are arranged by country, subject, or programs and contain cables, memorandums, diplomatic notes, briefing papers, etc.

Disposition: Permanent. Retire to the Records Service Center when 10 years old in 5-year blocks. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-92-33, item 1

Chapter 24: Politico Military Affairs Records

A240316 Program Files

Description: Background material for specific programs monitored by the office, i.e. Wassenaar Arrangements, rationalization exercises, space program, oversight of committees' activities, etc. Contains reports, cables, memorandums, general correspondence, etc.

Disposition: Permanent. Retire to Records Service Center when 10 years old in 5-year blocks. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-92-33, item 2

A240317a Briefing Books - Briefing reports on defense trade issues - Filed by country

Description: a. Briefing books prepared by PM/ATEC.

Disposition: Permanent. Retire when 5 years old to the Records Service Center. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-92-33, item 3a

A240317b Briefing Books - Briefing reports on defense trade issues - Filed by country

Description: b. Briefing books generated by other agencies.

Disposition: Permanent. Retire when 5 years old to the Records Service Center. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-92-33, item 3b

A240318a Munitions Case Files

Description: a. PM/ATEC's clearance on requests by private companies to export defense related items. Only PM/ATEC's response is filed.

Disposition: Destroy when 10 years old.

DispAuthNo: N1-59-92-33, item 4a

A240318b Munitions Case Files

Description: b. Specific case files related to either certain countries or specific issues, i.e. missiles, radiation, etc.

Disposition: Permanent. Block annually. Retire to the Records Service Center when 5 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-92-33, item 4b

Chapter 24: Politico Military Affairs Records

A240319 Public Inquiries - Arranged by company

Description: U.S. companies requesting information on munition's licensing policies or procedures.

Disposition: Retire when 1 year old to the Records Service Center. Destroy when 5 years old.

DispAuthNo: N1-59-92-33, item 5

A240320 Daily Activity Reports

Description: Summary of daily activities of PM/ATEC.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-92-33, item 6

A240321 Memorandum of Understanding (MOU) - Arranged by year and then alphabetically by subject of MOU

Description: Memorandums between two or more governments and NATO on the cooperation, development, research or production of weapon systems.

Disposition: Permanent. Block annually. Retire to the Records Service Center 3 years after agreement has been signed. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-92-33, item 7

A240322 Office Organization

Description: Information on the creation and organization of the former Export Control Office.

Disposition: Permanent. Retire to the Records Service Center when 5 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-92-33, item 8

A240323 Office Reference Material

Description: Files created on specific issues to be used as a reference tool for future occurrences, e.g. testimonies, speeches, travel, studies, etc.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-92-33, item 9

Chapter 24: Politico Military Affairs Records

A240324 Statistics

Description: Analysis of information on growth trends, commercial licensing, defense trade issues, etc. that is compiled for reports.

Disposition: Block annually. Destroy when 10 years old.

DispAuthNo: N1-59-92-33, item 10

A240325 Chronological Files

Description: Extra copies of outgoing correspondence located in the Program files of the office.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-92-33, item 11

A240326 Reference Documents - Defense Trade Advisory Group

Description: General information supporting the existence of the Defense Trade Advisory Group (DTAG). Includes copies of the charter, legal authorization, the bi-laws, meeting proceeds, policy issues, budget and other background material.

Disposition: Permanent. Retire a master set when 5 years old to the Records Service Center. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-92-33, item 12

A240327 Membership Files - Arranged alphabetically and by working groups

Description: Background information the members of the DTAG. Includes resumes, nomination letters, acceptance notification, security clearances, membership lists, etc.

Disposition: Destroy 1 year after tenure as member.

DispAuthNo: N1-59-92-33, item 13

A240328 Correspondence Files

Description: Consists of chron files, form letters, invitation to conferences, Federal Register Notices, and incoming inquiries.

Disposition: Retire when 2 years old. Destroy when 5 years old.

DispAuthNo: N1-59-92-33, item 14

Chapter 24: Politico Military Affairs Records

A240329 Administrative Files

Description: Information on general administrative issues, i.e. newspaper articles, phone logs, reservations for conference rooms, representation funds, guidelines, etc.

Disposition: Destroy when 2 years old.

DispAuthNo: N1-59-92-33, item 15

A240330 Policy Issues and Papers

Description: Correspondence and papers submitted by members of DTAG or nonmembers commenting on defense related issues or policies that are of interest to the companies

Disposition: Retire when 10 years old. Destroy when 20 years old.

DispAuthNo: N1-59-92-33, item 16

A240331 Briefing Books

Description: Master set of briefing books relating to DTAG prepared for Front Office principals, consisting of agenda, remarks by the principal, background papers/issues, list of officers, membership, etc.

Disposition: Permanent. Retire when 5 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-92-33, item 17

A240332 Program Files for Wassenaar Arrangements

Description: Information documenting U.S. negotiations with Wassenaar Arrangements and with any successor organization with respect to efforts to restrain the sale of arms, critical dual-use industrial products, and related technologies to countries or regions that might pose a threat to international peace and security. Negotiations concern changes to export control lists and other general policy issues. Contain cables, memoranda, other reports, activity reports, etc. Information is arranged by technology categories, specific negotiations, export control lists, subjects, etc.

Disposition: Permanent. Retire when 3 years old to RSC for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-13, item 1

Chapter 24: Politico Military Affairs Records

A240333a Wassenaar Arrangements Case Files - NOTE: No new case files generated after 12/31/94

Description: a. U.S. Cases - Requests submitted by the U.S. to Wassenaar Arrangements for approval of specific export transactions involving controlled goods or technologies.

Disposition: Permanent. Block annually. Retire when 5 years old to RSC for transfer to WNRC. Transfer to NARA when 30 years old

DispAuthNo: N1-59-95-13, item 2a

A240333b Wassenaar Arrangements Case Files - NOTE: No new case files generated after 12/31/94

Description: b. Foreign Cases. Requests submitted by foreign countries to Wassenaar Arrangements for approval of specific export transactions involving controlled goods or technologies.

Disposition: Permanent. Block annually. Retire when 5 years old to RSC for transfer to WNRC. Transfer to NARA when 30 years old.

DispAuthNo: N1-59-95-13, item 2b

A240334a Supercomputer Files

Description: a. Subject Files. Contain historical and other background material on bilateral or multilateral negotiations on the supercomputer export control regime and its procedures governing the sale of supercomputers to different countries. Contain information on interagency groups, committees, private industry and other organizations. Contain cables, memoranda, other reports, etc.

Disposition: Block annually. Retire when 3 years old to RSC for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-13, item 3a

A240334b(1) Supercomputer Files

Description: b. Case Files.

(1) Routine cases that duplicate Commerce Department cases.

Disposition: Destroy 1 year after close of case.

DispAuthNo: N1-59-95-13, item 3b(1)

Chapter 24: Politico Military Affairs Records

A240334b(2) Supercomputer Files

Description: b. Case Files.

(2) Policy setting cases.

Disposition: Permanent. Retire 3 years after close of case to RSC for transfer to WNRC. Transfer to NARA when 30 years old.

DispAuthNo: N1-59-95-13, item 3b(2)

A240334c Supercomputer Files

Description: c. Interagency or Working Group Meetings. Information on the working group meetings, including the Supercomputer Working Group. Includes meeting agendas, other agencies' views, and proposals for negotiations with other countries on general export policies for supercomputers and views on specific cases.

Disposition: Permanent. Block annually. Retire when 3 years old to RSC for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-13, item 3c

A240335a Electronics, Telecommunications, and Encryption Files

Description: a. Subject files. Contain historical and other background material on bilateral or multilateral negotiations on the transfer of advanced electronic devices and systems and manufacturing equipment, telecommunications systems, and encryption technology. Contain information on interagency groups, committees, private industry and other organizations. Contain cables, memoranda, other reports, etc.

Disposition: Permanent. Block annually. Retire when 3 years old to RSC for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-13, item 4a

A240335b(1) Electronics, Telecommunications, and Encryption Files

Description: b. Case Files.

(1) Routine cases that duplicate Commerce Department cases.

Disposition: Destroy 1 year after close of case.

DispAuthNo: N1-59-95-13, item 4b(1)

Chapter 24: Politico Military Affairs Records

A240335b(2) Electronics, Telecommunications, and Encryption Files

Description: b. Case Files.

(2) Policy Setting Cases.

Disposition: Permanent. Retire 3 years after close of the case to RSC for transfer to WNRC. Transfer to NARA when 30 years old.

DispAuthNo: N1-59-95-13, item 4b(2)

A240335c Electronics, Telecommunications, and Encryption Files

Description: c. Interagency or Working Group Meetings. Information on working group meetings, including meeting agendas, other agencies' views and proposals for policy initiatives and negotiations with other countries on export of electronics, telecommunications, and encryption products.

Disposition: Permanent. Block annually. Retire when 3 years old to RSC for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-13, item 4c

A240336 Country Files

Description: Negotiations with countries on specific export control issues, export control lists, disputes, etc. Contain copies of cables, reports, memorandums, background material, etc.

Disposition: Permanent. Block annually. Retire when 3 years old to RSC for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-13, item 5

A240337 Chronological Files

Description: Copies of outgoing memorandums, cables, reports, etc. drafted by the office and arranged chronologically.

Disposition: Permanent. Block annually. Retire to RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-13, item 6

A240338 Technical Transfer Working Group

Description: Files related to the work of an interagency working group responsible for assigning action on intelligence issues and reporting requirements. Contains only minutes of the meetings. Stored only in secure space in INR, not in PM/ATEC.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-95-13, item 7

Chapter 24: Politico Military Affairs Records

A240339 National Disclosure Policy Committee (NDPC) - State Department Member Files - Arranged by NDPC Case Number

Description: Official State Department policy on proposed exceptions to the national disclosure policy. Committee Chairmanship and Secretariat are in the Department of Defense. (1970's - Present)

Disposition: Permanent. Block annually. Retire to the RSC when 10 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-92-32, item 2

Chapter 24: Politico Military Affairs Records

Nuclear Energy and Energy Technology Affairs**A240401 Subject and Country Files - Office of Nuclear Energy Affairs**

Description: Correspondence, telegrams, airgrams, and other documentation pertaining to nuclear exports, such as uranium trade policy, nuclear export financing, and the environmental impact of certain nuclear exports.

Disposition: Cut off when 1 year old. Retire to the RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-31, item 7

A240402 Organization and Conference Files - Arranged by organization, thereunder by conference date

Description: Telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, resolutions, intelligence reports, and reference material documenting U.S. participation in national and international organizations which address nuclear export concerns.

Disposition: Permanent. Cut off when 1 year old. Retire to the RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-31, item 8

A240403 Conference Administrative Files - Arranged by organization, thereunder by conference date

Description: Correspondence, telegrams, airgrams, worksheets, standard forms, and other documents pertaining to the administrative aspects of national and international conferences. Arrangements for acquisition of conference supplies and equipment, delegation security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by the U.S. for each conference.

Disposition: Destroy 3 years after end of conference.

DispAuthNo: N1-59-93-31, item 9

Chapter 24: Politico Military Affairs Records

A240404 Export Case Files - Arranged by case number

Description: Copies of export license application of Nuclear Regulatory Commission origin, telegrams, airgrams, memoranda, technical reports, and other related material supporting the office's position on the export of nuclear materials.

Disposition: Permanent. Retire to the RSC 3 years after case is closed. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-31, item 10

A240405 Agreement Reference Files - Arranged by subject, thereunder chronologically

Description: Full and partial text copies of bilateral and multilateral agreements on nuclear non-proliferation maintained separately from subject files as a collection in a filing cabinet or on a shelf, and used as reference material only.

Disposition: Destroy when no longer needed for reference purposes.

DispAuthNo: N1-59-93-31, item 11

A240406a Background/Briefing Books

Description: Books prepared for bilateral, multilateral, and interagency meetings and conferences, containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on nuclear export matters.

a. Master Copy.

Disposition: Permanent. Retire to the RSC when 3 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-31, item 12a

A240406b Background/Briefing Books

Description: Books prepared for bilateral, multilateral, and interagency meetings and conferences, containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on nuclear export matters.

b. Extra Copies.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-93-31, item 12b

Chapter 24: Politico Military Affairs Records

A240407 Subject and Country Files - Nuclear Safeguards and Technology

Description: Correspondence, telegrams, and other documentation pertaining to nuclear non-proliferation policy formulation, application of international safeguards, and bilateral cooperative programs to further non-proliferation objectives, and reflecting the decisions taken on nuclear safeguard matters.

Disposition: Permanent. Cut off when 1 year old. Retire to the RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-31, item 19

A240408 Organization and Conference Files - Arranged by organization, thereunder by conference date

Description: Telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, resolutions, intelligence reports, and reference materail documenting U.S. participation in national and international organizations which address nuclear safeguard concerns.

Disposition: Permanent. Cut off when 1 year old. Retire to the RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-31, item 20

A240409 Conference Administrative Files - Arranged by organization, thereunder by conference date

Description: Correspondence, telegrams, airgrams, worksheets, standard forms, and other documents pertaining to the administrative aspects of national and international conferences. Arrangements for acquisition of conference supplies and equipment, delegation security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken for the conferences.

Disposition: Destroy 3 years after end of conference.

DispAuthNo: N1-59-93-31, item 21

A240410 Technical Reference Files

Description: Publications, reports and other background information maintained separately from subject files as a collection in a filing cabinet or on a shelf, and used as reference material only.

Disposition: Destroy when no longer needed for reference purposes.

DispAuthNo: N1-59-93-31, item 22

Chapter 24: Politico Military Affairs Records

A240411a Proposals submitted by companies, universities, individuals, etc. identifying projects consisting of scientific experiments, research and studies to be undertaken by the International Science Technology Centers (ISTC) located in Russia and the Ukraine.

Description: a. Proposals that are accepted.

Disposition: Retire 3 years after completion of the project to the Records Service Center. Destroy when 10 years old.

DispAuthNo: N1-59-93-3, item 1a

A240411b Proposals submitted by companies, universities, individuals, etc. identifying projects consisting of scientific experiments, research and studies to be undertaken by the International Science Technology Centers (ISTC) located in Russia and the Ukraine.

Description: b. Proposals that are rejected.

Disposition: Separate those proposals that are rejected and destroy when 1 year old.

DispAuthNo: N1-59-93-3, item 1b

A240412 Resumes for the ISTC

Description: Resumes from scientists and engineers to work in the ISTCs with the Russian counterparts.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-93-3, item 2

A240413a Program Files

Description: a. International Science Technology Centers (ISTC). Information on the negotiations and final agreement amongst the countries involved in the development of these technology centers which will be located in Russia and the Ukraine. In addition to the negotiations for the final agreement, the files contain operational issues, such as budget, personnel, equipment and facilities. Information consists of telegrams, memorandums, faxes, reports, proposals, etc.

Disposition: Permanent. Retire 3 years after the signing of the agreement to the Records Service Center. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-3, item 3a

Chapter 24: Politico Military Affairs Records

A240413b Program Files

Description: b. Nuclear Reactor Safety Program. Coordination of U.S. initiatives to improve the safety of nuclear reactors located in the former Soviet Union and eastern bloc countries. Contains telegrams, memorandums, faxes, reports, proposals, etc.

Disposition: Permanent. Retire when 3 years old to the Records Service Center. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-3, item 3b

A240414 Clearance Files

Description: Incoming requests from other offices for clearances on cables, memorandums and reports. The Office's outgoing response is filed with the request.

Disposition: Destroy when 2 months old.

DispAuthNo: N1-59-93-3, item 4

A240415 Daily Activity Reports

Description: Summary of daily activities submitted to the Front Office.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-93-3, item 5

A240416 Press Information

Description: Consists of press clips, press guidance and questions and answers that pertain to the programs of the office.

Disposition: Destroy when 2 years old.

DispAuthNo: N1-59-93-3, item 6

A240417 Text Conforming Files

Description: Negotiations on the language of the ISTC agreements and STCU amongst the participating countries.

Disposition: Permanent. Retire 3 years after the signing of the agreement to the Records Service Center. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-3, item 7

Chapter 24: Politico Military Affairs Records

A240418 Subject and Country Files - Office of Non-Proliferation and Export Policy

Description: Correspondence, telegrams, airgrams, and other documentation pertaining to nuclear non-proliferation, and peaceful nuclear cooperative initiatives. Documents reflect decision taken by this office on nuclear matters.

Disposition: Permanent. Cut off when 1 year old. Retire to the RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-31, item 13

A240419 Organization and Conference Files - Arranged by organization, thereunder by conference date

Description: Telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, resolutions, intelligence reports, and reference material documenting U.S. participation in national and international organizations which address nuclear non-proliferation concerns.

Disposition: Permanent. Cut off when 1 year old. Retire to the RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-31, item 14

A240420 Conference Administrative Files - Arranged by organization, thereunder by conference date

Description: Correspondence, telegrams, airgrams, worksheets, standard forms, and other documents pertaining to the administrative aspects of national and international conferences. Arrangements for acquisition of conference supplies and equipment, delegation security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by the U.S. for each conference.

Disposition: Destroy 3 years after end of conference.

DispAuthNo: N1-59-93-31, item 15

A240421 Negotiation/Agreement Files - Arranged by country

Description: Correspondence, telegrams, airgrams, memoranda, bilateral and multilateral agreements, reference material and other documentation regarding agreements on the peaceful use of nuclear energy.

Disposition: Permanent. Cut off when 1 year old. Retire to the RSC when 30 years old. Transfer to the national Archives immediately thereafter in 5-year blocks.

DispAuthNo: N1-59-93-31, item 16

Chapter 24: Politico Military Affairs Records

A240422 Agreement Reference Files - Arranged by subject, thereunder chronologically

Description: Full and partial text copies of bilateral and multilateral agreements on nuclear non-proliferation maintained separately from subject files as a collection in a filing cabinet or on a shelf, and used as reference material only.

Disposition: Destroy when no longer needed for reference purposes.

DispAuthNo: N1-59-93-31, item 17

A240423a Background/Briefing Books

Description: Books prepared for bilateral, multilateral, and interagency meetings and conferences, containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on environmental protection matters.

a. Master copy.

Disposition: Permanent. Retire to the RSC when 3 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-31, item 18a

A240423b Background/Briefing Books

Description: Books prepared for bilateral, multilateral, and interagency meetings and conferences, containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on environmental protection matters.

b. Extra copies.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-93-31, item 18b)

Chapter 24: Politico Military Affairs Records

International Security and Peacekeeping Operations**A240501a Subject Files**

Description: a. Information on a variety of issues and programs pertaining to international security operations arranged by subject or country. Contains airmgrams, telegrams, memorandums, reports, etc. on military operations, security, human rights, terrorism, narcotics, nuclear issues, etc. Arrange annually or other specific time period. Information on programs and issues of long-term value to the operations.

Disposition: Permanent. Retire to the Records Service Center when 10 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-92-34, item 1a

A240501b Subject Files

Description: b. Records on issues or programs of a general nature, i.e. human rights, port visits, military exercises, etc.

Disposition: Permanent. Retire to the Records Service Center when 3 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years in 5-year blocks.

DispAuthNo: N1-59-92-34, item 1b

A240502 Chronological Files

Description: Duplicate copies of all outgoing documents and cables that are maintained in the subject files of each analyst.

Disposition: Maintain for one year, then destroy.

DispAuthNo: N1-59-92-34, item 2

A240503 Overflight Clearances - Arranged by country

Description: Requests by foreign governments for overflight and landing clearances in the U.S. and U.S. territories.

Disposition: Destroy when 2 years old.

DispAuthNo: N1-59-92-34, item 3

Chapter 24: Politico Military Affairs Records

A240504 Foreign Employment - Arranged chronologically

Description: Requests from retired or reservist military personnel to work in a foreign country with either an American contractor or for the foreign government. Contains a specific request form and State Department's response.

Disposition: Destroy 1 year after approval of request.

DispAuthNo: N1-59-92-34, item 4

A240505a Log Sheet of Foreign Employment - Log sheet identifying the pertinent information on requests for foreign employment, i.e. name, service, date received, date mailed

Description: a. Paper log.

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-92-34, item 5a

A240505b Log Sheet of Foreign Employment - Log sheet identifying the pertinent information on requests for foreign employment, i.e. name, service, date received, date mailed.

Description: b. Electronic database.

Disposition: Delete from the database when 5 years old.

DispAuthNo: N1-59-92-34, item 5b

A240506 Medical Requests - Arranged chronologically

Description: Requests from foreign countries for VIP and foreign nationals medical treatment at a U.S. military medical facility. Information contains cables, memorandums, and diplomatic notes requesting State Department's approval.

Disposition: Destroy 2 years after approval of request.

DispAuthNo: N1-59-92-34, item 6

A240507 Military Exercises

Description: Department of State's clearance on the deployment of U.S. military personnel to a foreign country for military exercises in that country. Information is maintained by the name of the exercise and contains cables, memorandums, etc.

Disposition: Destroy when 2 years old.

DispAuthNo: N1-59-92-34, item 7

Chapter 24: Politico Military Affairs Records

A240508 Counter-Drug Operations and Deployment

Description: Clearance on requests for deployment of counter-drug operations. Files contain cables and general correspondence. Approval is made by phone and denials are submitted in writing.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-92-34, item 8

A240509 Daily Activity Reports

Description: Summary of the daily activities of PM/ISP.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-92-34, item 9

Chapter 24: Politico Military Affairs Records

Office of Security Relations, Policy and Resources**A240601 Program Files - Arranged by subject or country**

Description: Information on PM/SRP involvement in general political-military issues. Includes development and implementation of policies on arms control issues, multilateral peace process in the Middle East, international security concerns, etc. Contains cables, memorandums, position papers, intelligence reports, and other agencies' information.

Disposition: Permanent. Block annually. Retire when 3 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-92-35, item 1

A240602 Military Cooperation Agreements

Description: Information on the negotiations with the Gulf Cooperation Council to allow the U.S. to use the military facilities in each member country, transport supplies and equipment into the country and conduct joint military exercises. Contains background material, memos, cables, reports, etc. on the U.S. negotiations with the six Middle East countries.

Disposition: Permanent. Retire one year after the approval of all the agreements. Transfer to the National Archives 30 years later in 5-year blocks.

DispAuthNo: N1-59-92-35, item 2

A240603 President's Middle East Arms Control Initiative

Description: Information on the U.S. participation in the discussions and negotiations with the five major countries involved in identifying restrictions and controls for arms transfer with other countries. Contains cables, memorandums, reports, working papers, statistics, lists of delegates, etc. documenting the U.S. involvement in this joint effort.

Disposition: Permanent. Retire when 2 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-92-35, item 3

A240604 Briefing Books

Description: Office generated briefing books prepared for conferences, Congressional Hearings, interagency meetings, etc. documenting the Department of State's policies and positions on arms control issues. Contains briefing memorandums and background material.

Disposition: Permanent. Retire when 2 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-92-35, item 4

Chapter 24: Politico Military Affairs Records

A240605 Persian Gulf War

Description: Files accumulated from PM/SRP's involvement in the political-military issues of the Gulf War and interaction with other military operations to resolve the conflict. Contains memorandums, reports, cables, other agencies information, etc.

Disposition: Permanent. Retire when 1 year old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-92-35, item 5

A240606 Questions and Answers

Description: Questions and Answers on political-military issues prepared for the principals for briefings, meetings, press conferences, etc.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-92-35, item 6

A240607 Chronological Files

Description: Extra copies of outgoing documents that are duplicates of what's located in the Program File or other office files.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-92-35, item 7

Chapter 24: Politico Military Affairs Records

Office of Strategic Policy and Negotiations**A240701 Program Files - Arranged by subject, country or organization**

Description: Telegrams, airgrams, memorandums, reports, agreements, questions and answers, talking points, briefing materials documenting the U.S. position, initiatives, and issues on the negotiations and ratification of international arms control agreements and treaties. These records are maintained by each officer and are not working files.

Disposition: Permanent. Cut off upon completion of negotiations. Retire upon ratification of the agreements or treaties to the RSC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-92-39, item 1

A240702 Congressional Questions and Answers

Description: Questions and Answers generated for briefing books, testimonies, and Congressionals supporting Department of State's position on negotiations and/or ratification of the arms control treaties and related issues.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-92-39, item 2

A240703a Briefing Books - Books generated by the office for principals, delegations, or congressional testimonies on U.S. positions on arms control issues.

Description: a. Master Copy.

Disposition: Permanent. Retire when 3 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-92-39, item 3a

A240703b Briefing Books - Books generated by the office for principals, delegations, or congressional testimonies on U.S. positions on arms control issues.

Description: b. Copies.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-92-39, item 3b

A240704 Chronological Files

Description: Duplicate copies of all in-house generated correspondence, memorandums, and reports used as reference file.

Disposition: Retain previous 12 months, destroy when 1 year old.

DispAuthNo: N1-59-92-39, item 4

Chapter 24: Politico Military Affairs Records

A240705 Subject and Country Files

Description: Correspondence, telegrams, airgrams and other documentation pertaining to compliance with and implementation of international arms control agreements and treaties, and reflecting the decisions taken by this office on arms control compliance and implementation matters. Files document the activities of working groups and task forces.

Disposition: Permanent. Cut off when 1 year old. Retire to the RSC when 10 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-92-36, item 1

A240706a Meeting, Summit, Organization and Conference Files

Description: Telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, resolutions, intelligence reports, and reference material documenting U.S. participation in these national and international organizations, and covering issues related to the implementation of and compliance with arms control agreements and treaties.

a. Subject Files.

Disposition: Permanent. Cut off when 1 year old. Retire to the RSC when 10 years old. Transfer to the WNRC when 20 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-92-36, item 2a

A240706b Meeting, Summit, Organization and Conference Files

Description: Telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, resolutions, intelligence reports, and reference material documenting U.S. participation in these national and international organizations, and covering issues related to the implementation of and compliance with arms control agreements and treaties.

b. Background/Briefing Books.

Disposition: Permanent. Retire to the RSC when 5 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks

DispAuthNo: N1-59-92-36, item 2b

Chapter 24: Politico Military Affairs Records

A240707 Conference Administrative Files - Arranged by conference date

Description: Correspondence, telegrams, airgrams, worksheets, standard forms, and other documents pertaining to the administrative aspects of national and international conferences. Arrangements for acquisition of conference supplies and equipment, delegation security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by the U.S. for each conference.

Disposition: Destroy 3 years after end of conference.

DispAuthNo: N1-59-92-36, item 3

A240708 Standing Consultative Commission (SCC) Session Files - Arranged by session and conference date

Description: Correspondence, telegrams, airgrams, memcons, delegation lists, policy and position papers, talking points, speeches, resolutions, and other related material documenting U.S. participation in all SCC sessions dating from 1972.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 30 years old. Transfer to the National Archives immediately thereafter, in 5-year blocks.

DispAuthNo: N1-59-92-36, item 4

A240709 Intelligence Reference Files - Arranged by subject, country, or organization

Description: Full text copies of intelligence reports of a technical or scientific nature, pertaining to conventional and non-conventional armaments, and compliance with and implementation of international arms control agreements and treaties. These copies are maintained as a collection in a filing cabinet or on a shelf for reference purposes only, and are not part of Subject, Country, Organization or Conference files.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-92-36, item 5

A240710a Background/Briefing Books

Description: Books prepared for bilateral, multilateral, and interagency meetings and conferences, containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on compliance and implementation of international arms control agreements and treaties.

a. Master Copy.

Disposition: Permanent. Retire to RSC when 3 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-92-36, item 6a

Chapter 24: Politico Military Affairs Records

A240710b Background/Briefing Books

Description: Books prepared for bilateral, multilateral, and interagency meetings and conferences, containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on compliance and implementation of international arms and control agreements and treaties.

b. Extra copies.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-92-36, item 6b

A240711 Chronological Files

Description: Duplicate copies of each outgoing and incoming communication, such as telegram, airgrams, letters and reports, maintained in chronological order by month, and used for reference purposes only.

Disposition: Destroy annually. Maintain only previous 12 months on hand.

DispAuthNo: N1-59-92-36, item 7

Chapter 24: Politico Military Affairs Records

Office of Regional NonProliferation**A240801 Subject Files - Arranged by subject or country**

Description: Information pertaining to PM/RNP development of policies and involvement with issues on the proliferation of nuclear weapons, export controls, nonproliferation, weapon systems, Science Centers, supercomputers, etc. Consists of cables, memorandums, reports, position papers, other agencies information, etc.

Disposition: Permanent. Block annually. Retire when 3 years old. Transfer to WNRC when 15 years old. Transfer to the National Archives when 30 years old in 5- year blocks.

DispAuthNo: N1-59-92-37, item 1

A240802 United Nations Special Commission (UNSCOM)

Description: PM/RNP's participation in UNSCOM activities monitoring Iraq's military operations, nuclear weapons issues, nonproliferation treaty, arms control and export control policies. Information is arranged by subject and contains cables, memorandums, correspondence, reports, etc.

Disposition: Permanent. Block annually. Retire when 3 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old in 5- year blocks.

DispAuthNo: N1-59-92-37, item 2

A240803 Historical Records

Description: Information on the negotiations of computer export control issues, arranged by country and subjects. Contains cables, memorandums, correspondence, reports, agreements, etc. identifying the Department of State's policies and positions for domestic companies sales of technical equipment to foreign countries and companies.

Disposition: Permanent. Retire when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-92-37, item 3

A240804 Chronological Files

Description: Outgoing communications arranged by month.

Disposition: Permanent. Retire when 2 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-92-37, item 4

Chapter 24: Politico Military Affairs Records

Office of Chemical, Biological and Missile Technology**A240901 Subject and Country Files**

Description: Correspondence, telegrams, airgrams, and other documentation pertaining to the commercial & non-commercial development, testing, sale, export, use, and misuse of chemical and biological weapons, missiles and missile technology, and reflecting the decisions taken by PM/CBM on chemical & biological weapons and missile technology matters.

Disposition: Permanent. Cut off when 1 year old. Retire to the RSC when 10 years old. Transfer to the WNRC when 20 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-92-38, item 1

A240902 Organization and Conference Files

Description: Correspondence, telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, intelligence reports and reference material documenting the U.S. participation in national and international organizations, and covering issues related to the creation, transport, use, and misuse of chemical, biological, and missile weaponry.

Disposition: Permanent. Cut off when 1 year old. Retire to the RSC when 10 years. Transfer to the WNRC when 20 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-92-38, item 2

A240903 Conference Administrative Files - Arranged by organization and conference date

Description: Correspondence, telegrams, airgrams, worksheets, standard forms, and other documents pertaining to the administrative aspects of national and international conferences. Includes arrangements for acquisition of conference supplies and equipment, delegation security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by the U.S. for each conference.

Disposition: Destroy 3 years after end of conference.

DispAuthNo: N1-59-92-38, item 3

A240904 Agreement Files - Arranged by subject and organization

Description: Full and partial text copies of bilateral and multilateral agreements on chemical, biological and missile weaponry, maintained separately from subject files as a collection in filing cabinet or on shelf, and used as reference only.

Disposition: Destroy when no longer needed for reference purposes.

DispAuthNo: N1-59-92-38, item 4

Chapter 24: Politico Military Affairs Records

A240905 Intelligence Files - Arranged by country

Description: Correspondence, telegrams, airgrams, and other documentation pertaining to the commercial and non-commercial development, testing, sale, export, use, and misuse of chemical and biological weapons and missile technology. Documents include diplomatic notes, policy and position papers, newsclippings, technical reports, reference material, and other intelligence related material concerning chemical and biological weapons and missile technology matters.

Disposition: Permanent. Cut off when 1 year. Retire to the RSC when 5 years old. Transfer to the WNRC when 10 years. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-92-38, item 5

A240906 Export Case Files - Arranged by country

Description: Copies of export license applications of Department of Commerce and commercial origin, telegrams, airgrams, memoranda, background material, technical reports, and other related material supporting the office's position on the export of chemical and biological weapons and missiles and missile technology.

Disposition: Permanent. Retire to the RSC 5 years after case is closed. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-92-38, item 6

A240907a Background/Briefing Books

Description: Books prepared for bilateral and multilateral meetings, Congressional hearings, and other meetings and conferences containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on chemical, biological, and missile weaponry.

a. Master Copy.

Disposition: Permanent. Retire to the RSC when 3 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-92-38, item 7a

Chapter 24: Politico Military Affairs Records

A240907b Background/Briefing Books

Description: Books prepared for bilateral and multilateral meetings, Congressional hearings, and other meetings and conferences containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on chemical, biological, and missile weaponry.

b. Extra Copies.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-92-38, item 7b

A240908 Chronological files - Arranged by month and year

Description: Duplicate copies of each outgoing and incoming communication, such as telegrams, airgrams, letters and reports, maintained in chronological order by month, and used for reference purposes only.

Disposition: Destroy annually. Maintain only previous 12 months on hand.

DispAuthNo: N1-59-92-38, item 8

Chapter 24: Politico Military Affairs Records

Nuclear Risk Reduction Center**A241001 Subject Files**

Description: Information arranged by those agreements monitored by PM/NRRC and by TAGS/Terms on arms talks issues, visits, consultations and other subjects on nuclear arms control with various Soviet Republics. Contains copies of memorandums, cables, notifications, correspondence, etc.

Disposition: Permanent. Retire to the RSC when 2 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-96-18, item 1

A241002 Notifications Files

Description: Records of the government-to-government communications and the day-to-day responsibility of NRRC. Notifications are divided by regime (e.g. START, CFE), originator, year, and then ordered by sequence number. Each individual record should include the original message, a copy of the dissemination cable and any supporting documentation, e.g. referenced messages. U.S. notifications should also include a copy of the transmittal letter.

Disposition: Permanent. Retire to RSC when 6 months old for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-96-18, item 2

A241003 Watch Log

Description: Daily logs maintained by the watch officers that include all information received and transmitted by the watch officers and any other activities that took place that day. Identifies the date, time, the action, the response, the officer in charge of the watch, etc.

Disposition: Permanent. Retire to RSC when 3 months old for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-96-18, item 3

A241004 Agreements Files

Description: Copies of the English and Russian text of various agreements monitored by NRRC, i.e., BML Agreement, DMA Agreement, etc.

Disposition: Destroy when agreement is superseded or when no longer needed.

DispAuthNo: N1-59-96-18, item 4

Chapter 24: Politico Military Affairs Records

A241005 NRRC Operational Message Archive Database (NOMAD)

Description: Electronic database of all incoming and outgoing messages on treaties and notifications monitored by PM/NRRC. Database includes message reference number, date, addressee(s) and full text of the message in English and Russian. When fully operational, database will include 1988 to present.

Disposition: Destroy when 10 years old or no longer needed.

DispAuthNo: N1-59-96-18, item 5

A241006 Chronological Files

Description: Extra copies of all outgoing correspondence generated by the office.

Disposition: Destroy when one year old.

DispAuthNo: N1-59-96-18, item 6

A241007 Working Files

Description: Files maintained by each staff officer containing information on specific issues/subjects, agreements, notifications, working groups, interagency commissions, etc. Contains background material, cables, memorandums, working papers, meeting agendas, interagency communications, e-mail messages, etc. documenting the office's participation and involvement. These files consist of extra and information copies of documents maintained by individuals. They are not the official NRRC files of record.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-96-18, item 7
